

OPEN-FILE REPORTS

On-Line Publication and Section 508 Processing Request

Flash_____

Date submitted _____

Open-File Report # _____ Version # _____

Originating center/ team _____

(e.g., BRD, WRD, FORT, Hazards, Energy, etc.)

Approving authority (a single point of contact)

Name _____ Phone # _____

Email _____

The report is available as:

☐ On-Line Only ☐ CD-ROM

☐ Printed ☐ Map-On-Demand

☐ Other

Supersedes another publication?

☐ No

☐ Yes Series # _____

Warning: Any digital or paper submissions will be returned only upon special request.

Do not submit Mill Copies.

Acceptable ways to submit files

☐ E-Mail ☐ DVD/CD

☐ Enterprise FTP

Include supplemental files

(e.g., ArcInfo/Shape, tables, etc.)

☐ NA ☐ No ☐ Yes

☐ **Be sure to include abstracts**

File creation format

☐ WIN ☐ MAC

Adherence to file/folder naming conventions is enforced, such as no spaces within names.

Contact Tracy Pinto (tpinto@usgs.gov) for guidance.

Type of files specifically for 508 Processing

☐ InDesign ☐ Word ☐ HTML ☐ Other _____

☐ PDF*

* If you are submitting a PDF and need assistance, please contact Mari Kauffmann (mkauffmann@usgs.gov) for guidance

To Contact _____ To Webmaster _____ Posted _____